

Adult Roster Verification and Payment of Non-County Fee

The Fairfax County Department of Community and Recreation Services (CRS) has established the following non-county residency policy and procedures for verifying adult rosters and accepting payment of non-county residents fees for organizations or groups of individuals using Fairfax County athletic facilities (fields and gymnasiums). *Note: The non-county resident fee is a separate fee that is assessed in addition to any other CRS fees (application fee, etc...)*

Residency Requirements

All organizations and groups of individuals requesting allocation of athletic facilities must originate from a Fairfax County address and serve Fairfax County residents.

At least 75% of the participants in each adult sports organization or group of individuals must be Fairfax County residents and each team within the organization must be comprised of at least 67% Fairfax County residents.

The residency requirements (75%/67%), **but not the fee**, will be waived for teams whose membership is comprised entirely of full-time employees of a business located in Fairfax County. Any such business must submit written verification on company letterhead with a list of all roster names signed by a representative of the business who is not on the team as a player or manager.

Non-County Resident Fee

A \$20.00 non-county resident fee is assessed for each adult participant who does not live in Fairfax County or the City of Fairfax. This fee is assessed for every non-county resident on every roster during every CRS scheduling season.

An athletic league or group of individuals must conclude its operations within 16 weeks of league beginning (including practices, games, and tournaments/playoffs). Additional allocation beyond 16 weeks will be assessed an additional non-county resident fee of \$20.00 per each adult participant who does not live in Fairfax County or the City of Fairfax.

Roster Submission and Payment of Non-County Resident Fees

Adult groups participating in sport programs must submit their rosters and fees within 15 days after the CRS designated season start dates or unless otherwise noted on the facility permit.

1. League/group organizers are responsible for submitting to CRS their team or group rosters by the deadlines indicated in the section above. All organizations must identify one point of contact, their name and day time phone number in order to answer questions concerning the fee payment and roster submissions. Rosters for each team must include the following:
 - Organization name
 - Team name
 - Manager's or coach's contact information (name, address, phone number and e-mail address)
 - Name, address and day-time phone for each player and indication of whether the player is or is not a Fairfax County resident

2. Rosters, payment and the organizations/group summary sheet may be submitted electronically using the CRS approved excel spreadsheet to athleticservices@fairfaxcounty.gov or via mail or drop in to:

Fairfax County Department of Community and Recreation Services
Athletic Services
12011 Government Center Parkway
Suite 1050
Fairfax, VA 22035-1115

3. Organizations/groups should submit one payment (check or credit card) for all of the non-county residents that participate in their program. Checks should be made payable to CRS. Credit cards are also accepted (summary sheet).
4. Rosters will not be reviewed on the spot. Staff will review the information submitted and notify the organization's point of contact of any problems.
5. The following individuals are exempt from the non-county residency fee. They are still subject to other CRS fees (application fee, etc...):
 - Non-County tournament participants.
 - Participants involved in a single event activity, e.g., a company picnic. NOTE: Persons or organizations are prohibited from submitting multiple applications for such events in an effort to circumvent this policy.
 - Military personnel and their dependents that submit a copy of their valid military identification card.
 - Individuals who own property in Fairfax County and pay real estate taxes to the county (but live outside the county) will not be assessed the non-county resident fee for use of athletic facilities if they provide a copy of their tax receipt.
 - George Mason University athletes who are members of a team that participates in NCAA sanctioned athletic events are not liable for payment of the county non-residency fee when their team, as a unit, uses CRS scheduled sports facilities. Players on intramural or community sports teams (such as a women's slow pitch softball team) must pay this fee.
 - Persons domiciled in facilities located within Fairfax County/City for the treatment of drug/alcohol or other debilitating diseases, and who receive assistance from other County agencies, such as food stamps, are exempt from this fee.
 - Participants in the Fairfax County Employees Softball League.

Verification Process

CRS will conduct random roster audits to verify the accuracy of the organizational rosters. Roster information may be verified via facility visits, phone calls, matches with various Fairfax County databases, or review of documents for proof of residency.

1. If your organization, team or group is selected for an audit, CRS will notify the league/organization administrator and the team manager via email or telephone that the following proof of residency information for each Fairfax County resident listed on the roster must be received within 9 working days.
 - Current driver's license or DMV identification, military identification, or passport

- When possible, CRS may obtain residency verification through other county resources such as tax assessment and voters registration databases.
2. The information requested in the audit may be submitted to CRS via mail or in person (by appointment only).
 3. The team manager and the organization administrator will be notified of the audit results. If the roster is disapproved, the league administrator and team manager will be notified and the league/team has 4 working days to resolve the problem and resubmit the required proof of residency information.
 4. *CRS will not review rosters on a walk in basis without appointments.* If requested, CRS will return the proof of residency documents to the league administrators after review.
 5. ***All coaches must have a copy of their rosters on site for random reviews. All individuals must have a copy of their driver's license or proof of residency on hand for inspection at games.***

Violation of the Policy and Procedures

Organizations and groups are expected to monitor team rosters and document all out-of-county players. If the requirements for proof of residency are not met according to the deadlines and policies as indicated above:

- The Organization or group will be fined \$100.00 for each team in violation and are expected to submit within 10 days payment for those out-of-county adults not previously listed on the roster. If teams in violation decide not to continue their involvement in the organized program, the \$50.00 fee would not be applicable.
- Facility allocation may be adjusted to account for the reduced number of players and space will be redistributed to other organizations.
- For repeat offenses, the group or organization's permit will be terminated immediately and the allocated space redistributed to other organizations. The organization or group will be required to submitted proof of residency prior to approval of permits in subsequent years.

For Assistance

CRS is committed to ensuring the equitable allocation and use of Fairfax County athletic facilities and as such are willing to discuss various ways your organization or group can meet the requirements of the policy and verification procedures. For additional information or assistance contact the Athletic Services Division at 703-324-5522 or 703-324-5533.